



S.WATTS GROUP

ESTIMATING COORDINATOR

GENERAL DESCRIPTION

The primary responsibility of the Estimating Coordinator is the administrative support of all preconstruction staff. The Estimating Coordinator is also the hub for all preconstruction communications within the Estimating Department. This position will provide the knowledge, skills and experience required to assist the Preconstruction and Production Construction Departments. The EC is responsible for the production and the gathering of project related information and then track, file and distribute this information to all related parties. This position will be accountable for maintaining all construction information up to date, consistent, and organized in an orderly fashion for all others in the project team. Moreover, EC is the forward face of S. Watts Group and is responsible for establishing a professional work environment that includes: fostering a positive atmosphere, promoting proactive and effective communication, facilitating problem solving and for minimizing and resolving conflicts. The primary focus of the EC is to build relations with contractors to gather proposals for estimating, and keeping order of all construction documents for construction.

QUALIFICATIONS:

- Characterized as honest, dependable, responsible & attentive.
- Willing to learn.
- Familiar with Microsoft Office.
- Willing to work with a team.
- Able to communicate with clarity.
- Able to perform multiple, detail-oriented tasks with time-sensitive deadlines.

AN APTITUDE FOR:

- Being detail oriented.
- Being organized with time management & tasks, planning & forethought, and handling occasional stressful situations.

JOB REQUIREMENTS:

- Set up electronic folder structure on the Estimating shared drive for new projects according to the established standard.
- Manage SmartBid for all projects; including but not limited to: uploading Documents, preparing master subcontractor list, preparing invited subcontractor list, inputting project details, sending invitations to bid, sending notifications & checking/confirming access requests.
- On bid days, perform/coordinate all necessary tasks required to assist the Estimating team in completing the Proposal/Bid including but not limited to, watching for incoming faxes/emails, delivering bids to appropriate estimator, completing Bid Forms, coordinating lunches and assisting in compiling proposals.
- Print drawings for Preconstruction & Field staff.